



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
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FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-05-052**
Issue Date: **2/24/05**
Closing Date: **3/18/05**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE	VACANCY LOCATION	AREA OF CONSIDERATION
Supervisory Human Resources Specialist (Information Systems) GS-0201-14 Position is at the full performance level One position Competitive Service Non Bargaining Unit	U.S. Patent and Trademark Office Chief Financial Officer/Chief Administrative Officer Office of Human Resources Automation Alexandria, VA	Non-Status Applicants / General Public Current Federal Employees with Status PTO Employees with Status Reinstatement Eligibles DOC Surplus, Displaced Employees in local commuting area

DUTIES:

This position is located in the Office of Human Resources (OHR) and supervises the Automation Staff. The Automation Staff reports to the Director/Deputy Director of Human Resources and is responsible for the conversion of OHR programs and systems to automation, the operation and maintenance of OHR automated systems, and the continuous evaluation, upgrade, and improvement of OHR automated systems. This includes personnel/payroll processing; staffing, employee relations, labor relations, and training operating systems; internal processing and workload management systems; management information systems; data warehousing; and the OHR web page. Serves as primary human resources technical expert in the design, development, and implementation of applications to convert OHR business practices to automated systems. Works with OCIO and contractors throughout project life cycle and is the principal advisor on the operational aspects of business process re-engineering. Establishes and maintains short and long-term strategic plans for the identification and implementation of automated systems within OHR. Assesses emerging operational human resources automation systems being developed throughout the Government and determines the potential applicability to USPTO, including cost-benefit analyses. Serves as agency representative on inter-agency groups. Provides technical and administrative supervision to a unit of Human Resource Specialists (Information Systems), Information Technology Specialists, and support staff. Oversees the daily operations of the staff ensuring that agency policy and priorities are being followed.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of specialized experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. **Specialized experience** includes skill in applying advanced HR principles, concepts, methods, and practices; business process reengineering concepts; and HR information systems(s) concepts and methods sufficient to develop approaches to interpret and implement legislation, policies, procedures, and strategies governing the planning and delivery of HR information systems(s) services; developing strategic plans for the development, enhancement, maintenance, future development of the HR information systems(s); and development of enterprise automated systems.

Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

Applicants will be rated on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of human resources management functional areas and processes.
2. Applied knowledge in advanced information systems project management, including planning, development and implementation.
3. Ability to analyze and resolve critical systems problems utilizing innovative solutions and emerging technologies.
4. Experience in effectively presenting complex ideas and options to a wide range of audiences in order to tactfully and persuasively sell controversial changes.
5. Experience in supervising and directing the work of subordinates or teams.

SELECTIVE FACTOR: Candidate must possess the following for consideration: None.



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How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Application for Federal Employment **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications. If only one is received, it will be considered under the merit promotion announcement.
5. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors. **Failure to address each ranking factor will result in your application be considered incomplete.**

FOR SPECIFIC INFORMATION CALL: Linda Majca (703) 305-4790 or Ronald Taylor (703) 305-4324
TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Office of Human Resources
Mail Stop 171
P. O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive (CPK-1), Suite 707
Arlington, VA



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

- 1. The announcement number, title and grade of the position for which you are applying.**
- 2. Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
- 3. Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
- 4. Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
- 5. Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/CTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).



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7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. **RELOCATION EXPENSES WILL NOT BE PAID.**

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.